

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FLCY-31-21	
		募集締切日： Closing Date	20 Apr 21	
		発行日： Date of Issue	31 Mar 21	
1. 職名, 職番, 等級, 語学能力級 (LPL), 給与表 (BWT) Job Title, Job No., Grade, LPL, Basic Wage Table (BWT):		募集人数 No. of Recruitment 1 名	4. 募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
Supervisory Cargo Superintendent #27 (監督船荷監督職) 目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-7, 語学能力級 LPL-3 採用可能見習い等級／語学能力級 Acceptable Trainee level: 等級 Grade-6, 語学能力級 LPL-3				
<input checked="" type="checkbox"/> 事務系(BWT-1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6) Administrative Blue Collar Trade Security Medical				
2. 部隊 Activity NAVSUP Fleet Logistic Center Yokosuka, Fuel Department, Kanto Plain Fuel Division (Code 710)		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)		
勤務場所 Working Place: 横須賀市吾妻倉庫地区 Azuma Storage Area, Yokosuka-city				
3. 勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645, Recess: 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6. 職務内容 Duties See attached. 特別な職務状況 Outstanding Working Condition, if any				
7. 資格要件／身体条件 Qualification/Physical Requirements * Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. #1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。 a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR Doctorate Degree in Graduate School in a related field. b. Knowledge of FLCY Fuel Department mission; Fuel Operation and Fuel Facility maintenance. c. Skill in communicating effectively in any forms and with all levels of personnel. d. Skill in operating personnel computer such as Microsoft Word, Excel, and PowerPoint etc. e. Ability to supervise and manage a large workforce with strong leadership and tactful supervisory skills. f. Ability to plan operation; identify concerns; and make recommendations to upper management and/or customers. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. BWT 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field. b. b to f are the same as above. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				

8.提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は電子ファイル形式で E メールでの提出となります。提出時にファイルは Zip File 等に圧縮せずに送信してください。PDF, JPG, JPEG, GIF, PNG 形式のみが有効受付となります。Current MLC/IHA employees must submit all requested documents below in digital format by e-mail. Do not zip (compress) files when you e-mail. Acceptable data formats are PDF, JPG, JPEG, GIF, and PNG only.

*☒ 空席応募用紙 Application for Vacancy Announcement

*☒ 専門職務経歴書 Resume of Specialized Work Experience

*の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

☐ 運転免許証の写し Copy of Driver's License

☐ 修了証/証明書の写し Copy of Certificate

☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

☒ (外部応募者のみ For external applicants only) 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.)

9.応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：

米海軍横須賀基地日本人雇用課 (HRO)。下記アドレスへの E メール提出のみ有効受付となります。 Current MLC/IHA Employees must submit to Human Resources Office (HRO) Yokosuka by e-mail to the following address:

apply@fe.navy.mil

* この宛先は応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください

This e-mail address is only for acceptance of job application. No response will be provided to inquiries made to this email address.

* メールの子ブジェクトライン（件名欄）に空席広報番号を記載し、募集締切日（深夜 2400 時）までに HRO に着信されるように送信してください。 Please enter VA number in the "subject line" of the e-mail submission. Applications must be received at HRO by the closing date (by 2400 midnight) of the Vacancy Announcement.

* 一募集につきひとつのメールにまとめて添付してください。 Please submit all required digitized documents in "one e-mail" per "one VA".

2. 外部応募者（非従業員）提出先：

〒238-0011

Off Base Applicants must submit to:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.		Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section	
10. 事務処理欄 For Official Use			
募集部隊担当 Activity POC : C323		軍電 (DSN) 243-8495/6489	
PD No.: FLCY-710-003	PD is accurate and current. Certified by Activity: ee		HRO: (rcvd: 3/25) kt 3/26 ms 3/30

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません。Submitted applications will not be returned.

職務で必要とされる**語学能力級（LPL）レベル**は下記をご覧ください。
 Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。
 For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
 法令: 米国防行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
 注記：記録は電子書式、もしくは書面にて厳重に保管されます。
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

Serves as assistant to Director Kanto Plain Area Fuels, Fleet Logistics Center Yokosuka, Japan. Exercises overall supervisory responsibility for Japanese Master Labor Contract employees and serves as principal Japanese advisor providing inputs and recommendations to all personnel issues, assignments, work procedures, materials, equipment and personnel staffing levels to meet mission requirements.

Develops or originates plans directing changes, modifications, additions and reconstruction of the petroleum storage complexes. Provides and assists in development or change in the petroleum transportation systems within facilities and after product receipt and into terminals. Manages the complex operations and maintenance of all terminals. Decisions determine long term effects on efficiencies in operations, normally for periods exceeding several years.

Oversees Terminal Supervisors and other Supervisors. Conducts organizational studies to uncover operating problems or inefficiencies through extensive review of reports, records, operational discussions with employees and supervisors and onsite observations. Develops improved methods, discusses recommendations with applicable officials, and implements new procedures as needed for long term efficiencies. Plans, coordinates and submits detailed operational budget proposals for the division for appropriate funding by higher authority.

Represents and/or assists the Regional Director and Kanto Plain Fuels Division Director in liaison with Japanese Government agencies, including Defense Facility Administration Bureau, City of Yokohama & Yokosuka, Kanagawa Police Department and Self-Defense Force personnel and Japanese contractor personnel accomplishing work under GOJ Facility Improvement Program projects and DLA/DESC special projects. Acts as interpreter/translator for the Kanto Plain Director ensuring that the interpretation and translation is accurate and conveys the original intent or meaning after translation to avoid misunderstandings. Incumbent serves in this capacity to enable the Director to promote friendly relations with the Japanese officials.

Coordinates and/or assists work programs of all functional branches within the Fuel Department in conjunction with other division/branches of FLC Yokosuka, COMFLEACT Yokosuka, DLA Yokota, NAVFAC Yokosuka, MSC, Camp Fuji, JUMSDF, as senior MLC employee of FLCY Fuel Department.

Performs other related and incidental duties as assigned.